



# FREDERICK COUNTY GOVERNMENT

Jan H. Gardner  
County Executive

## DIVISION OF FINANCE Department of Procurement & Contracting

Lori L. Depies, CPA, Division Director  
Diane Fouche, CPPB, Director

October 19, 2016

### Request for Proposal #16-345 INDEFINITE QUANTITY CONTRACT FOR NPDES CONSULTANT SERVICES Addendum #1

This addendum contains revisions, clarifications, and information pertinent to the Request for Proposal (RFP) for the title project and shall supplement, amend, and become part of the solicitation. All responses shall be based on the solicitation TOGETHER with this Addendum.

Acknowledgment of this addendum shall be submitted with the response. Failure to acknowledge addenda may subject the Contractor to disqualification.

*Proposals are due October 27, 2016 at 3:00 PM.*

#### QUESTIONS:

1. **Question:** *What is the estimated contract value?*

**Answer:** The estimated value is \$750,000 per contractor, per year.

2. **Question:** *How were the estimated quantities arrived at?*

**Answer:** We used historical data from past work.

3. **Question:** *Should the laboratories be treated as a sub consultant (included in the list of subconsultants) or is it only necessary to provide the rate for the laboratories?*

**Answer:** Please provide the cost per sample for the laboratories. They do not need to be listed as subconsultants.

4. **Question:** *Can we assume that because the County has already been conducting the storm event monitoring described in the RFP (Section 3.5), the monitoring equipment (auto samplers) is already installed and purchase of this equipment will not be necessary?*

**Answer:** Yes.

5. **Question:** *Please clarify how many projects and references are required and the timeframe. Section 13.2.1.3.3 Past Performance, page 19 of 44 requires 3 projects within the last 5 years while Attachment 4 (Contractor's Reference Information, page 35 of 44) requires 5 projects within the last 3 years.*

**Answer:** 3 projects in the last three years.



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6. **Question:** Section 13.2.1.2.3 Professional Qualifications requests that we include resumes for the "core" consultants identified in the Attachment 8. Please clarify which design disciplines should be considered "core."

**Answer:** Consultants should decide who is included in their core team based on the scope of work in the RFP.

7. **Question:** Attachment 8 includes a unit cost for printing of the Annual Report. Is this cost still required now that the Annual Report submission is electronic using the MS4 geodatabase?

**Answer:** Please include cost of Annual Report printing since there will continue to be a portion of the Annual Report that is narrative. There may be a need for hard copies.

8. **Question:** Can you include a line for a field technician under water quality monitoring in the rate table?

**Answer:** Yes.

9. **Question:** What is the County's CAD preference?

**Answer:** Auto CAD.

10. **Question:** Does every resume submitted in the technical proposal need to reference one of the labor categories listed in Attachment 8?

**Answer:** No.

11. **Question:** Should the price for Water Quality Lab Analysis in Attachment 8 be for one sample, or one round of sampling (3 samples)?

**Answer:** One Sample.

12. **Question:** Should the proposals name the laboratory?

**Answer:** Yes, but not as subconsultants.

13. **Question:** Please clarify how the price proposal is evaluated as part of the selection process.

**Answer:** Price Proposal is evaluated only after short list is determined.

14. **Question:** Are subconsultants required to submit any of the other forms?

**Answer:** No.

15. **Question:** Attachment 4 requests five contractor references. Should Attachment 4 be provided only for the prime consultant, or should a separate Attachment 4 be provided for each of the subconsultants?

**Answer:** Prime consultant only.



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16. **Question:** Section 3.8.3 (page 14) refers to final construction documents being signed and sealed by registered professional architect- please clarify.

**Answer:** Professional Engineer.

17. **Question:** Page 11, 3.2.1.2 – will there be a required response time (rapid response) for field screening or to investigate citizen and /or agency filed requests of illicit discharges?

**Answer:** There is no required response time (rapid response) for field screening or to investigate citizen and /or agency filed requests of illicit discharges. Emergencies are referred to the appropriate agency.

18. **Question:** Page 13, 3.5.1.5 – Is invasive species assessment and management excluded from this contract?

**Answer:** Invasive species is not a major part of the contract although it is not excluded.

19. **Question:** Page 13, 3.5.1.5 – we did not see amphibians or reptiles as part of this assessment protocol. Are these excluded from this contract?

**Answer:** We follow the Maryland Biological Stream Survey (MBSS) protocol developed by the Maryland Department of Natural Resources.

20. **Question:** Do signatures need to be in ink, or are electronic signatures acceptable?

**Answer:** Ink.

21. **Question:** Re p. 18, section 13.2.1.2.1 professional qualifications, should this include all project personnel or key personnel?

**Answer:** Key Personnel.

22. **Question:** Re p. 19, section 13.2.1.4.2 current commitments of staff, how much detail do you want on other commitments? Do you want to know what work each person is currently doing or simply the percentage of time available?

**Answer:** The Consultant should list the firm's current commitments with percentage complete as well as key personnel's current commitments.

23. **Question:** On p. 12, under 3.2.3.1. Language says "...or development of new SWPPPs for really permitted facilities". Should this say "newly permitted" instead of "really permitted"?

**Answer:** Yes.

24. **Question:** On p. 44, there is a line item cost (per report) for Annual Report. Does this refer only to the MS4 Annual report, or would this also cover an annual report for other project components (e.g., IDDE, Assessment of Controls)? Is there a particular number of pages that we should assume for this cost item?





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*Answer:* This cost is specifically for the MS4 Annual Report; you can assume 100 pages.

25. *Question:* Frederick County Stream Survey and other stream geomorphic assessments (e.g., for watershed assessments) typically do not require professional land surveyors or land survey crews. Please confirm that the County intends land survey rates (p. 41: Registered land surveyor, 3-person and 2-person survey crew, office tech) to be used for other purposes only, such as detailed topographic surveys in support of a design project.

*Answer:* Confirmed.

26. *Question:* We assume that unit costs for benthic lab analysis and water quality lab analysis (p.43) are to be provided as the cost per sample. Please confirm this is correct.

*Answer:* Yes.

27. *Question:* Section 13.2.1.2.1 – In general, are you looking for additional text in this section that highlights key staff capabilities. If so, would short bios work? It would seem that the resumes would cover education, active registration(s), experience, and qualifications relevant to the scope of work. Please clarify exactly what information you are looking for in this section that is different from the organizational chart in 13.2.1.2.2 and the resumes in 13.2.1.2.3?

*Answer:* A short bio is sufficient.

28. *Question:* Section 13.2.1.3.4 – under the project examples it states members of project team. Can you clarify what you mean by this. Do you specifically mean members of the Prime Firm that worked on the project? Or do you mean the entire project team, beyond just the Prime Firm? Or should we limit it to just key staff members that were used on those projects that we are proposing to use on this effort. Please clarify. The first two options could get quite lengthy.

*Answer:* Key Staff of Project Team.

29. *Question:* Section 13.2.1.4.1 – current projects or commitments – is this limited to the firm Priming this only or should we include sub-consultants commitments?

*Answer:* Prime.

30. *Question:* Section 13.2.1.4.1 – commitments for professional staff – is this limited to the Prime Firm only or should we include sub-consultants? Sub-consultants could be considered key staff?

*Answer:* Prime.

31. *Question:* Section 13.2.1.5 – Local Knowledge – is this section limited to the Prime Firm only or can we include sub-consultants experience?

*Answer:* Prime.

32. *Question:* Is there an MBE requirement for this RFP?

*Answer:* No.



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33. **Question:** Attachment 8 - When estimating costs in Attachment 8, how do you estimate it for the 2/3 person survey crews? Would you multiply the average rate by 2 or 3? Or just provide the average rate for 1 person of the 2 or 3-person survey crew?

**Answer:** Provide the average rate for 1 person of the 20 or 3-person survey crew.

34. **Question:** Will County staff participate in some or all of the listed field activities or will the work be performed solely by selected Contractor staff??

**Answer:** At this time, County resources are limited but County staff has participated in the past and the intent is to have a representative from the County participate in the field activities.

35. **Question:** Is information required for the water quality laboratories intended to be used for benthic and water quality lab analysis?

**Answer:** Yes.

#### REVISIONS:

In section 2.7 of Document C, DELETE "12 outfalls" and REPLACE with "100 outfalls"

#### CLARIFICATIONS:

1. The Site Conditions section is applicable to specific task orders that are assigned pursuant to this contract.
2. Performance bonds are not required for this contract.
3. ADA Compliance may be applicable to a task order that could be assigned pursuant to this contract.
4. Vendor names do not need to be specifically name in the price proposal.

#### ATTACHMENTS:

Pre-bid Sign in Sheet

Except as noted herein, all terms and conditions of the document referenced, as heretofore changed, remain unchanged and in full force and effect.

Brian Stieg, Project Manager IV  
Department of Procurement & Contracting

October 13, 2016

RFP #16-345

NPDES Consultant Services Indefinite Quantity (IDQ) Contract

Pre-Proposal Conference  
10:00 AM, Eastern Standard Time (EST)  
Procurement & Contracting Department  
Winchester Hall, 1<sup>st</sup> Floor Hearing Room, 12 East Church Street, Frederick, MD 21701

FIRM NAME: Dewberry  
Representative: Joanne Check  
Address: 321 Ballenger Center Drive Frederick MD  
Email Address: jcheck@dewberry.com  
Phone No.: 301.337.2856 FAX No.: 301.663.3679

FIRM NAME: CHARLES P. JOHNSON AND ASSOCIATES, INC.  
Representative: JAMES FETCHEL  
Address: 804 W. DIAMOND AVE, GAITHERSBURG, MD 20878  
Email Address: JFETCHEL@CPJA.COM  
Phone No.: 301-208-9573 FAX No.: 301-926-4551

FIRM NAME: Rummel, Klepper & Kahl  
Representative: Lucy Noya / Bob Palmer  
Address: 81 W. Mosher St  
Email Address: LNOYA@RKK.COM, RPALMER@RKK.COM  
Phone No.: 410-462-9375 FAX No.: 410-728-2834

FIRM NAME: CENTURY ENGINEERING  
Representative: THOMAS TURNER  
Address: 10710 GILROY RD Hunt Valley MD 21131  
Email Address: TTURNER@CENTURYENG.COM  
Phone No.: 443 589 2400 FAX No.:



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FIRM NAME: Bayland Consultants  
Representative: Sam Crawford  
Address: 7455 New Ridge Rd, Harover, MD 21076  
Email Address: scrawford@baylandinc.com  
Phone No.: 410-694-9401 FAX No.: 410-694-9405

FIRM NAME: Bowman Consulting Group  
Representative: Donavon Corum  
Address: 18 W. Church Street, Frederick MD 21701  
Email Address: dcorum@bowmaneg.com  
Phone No.: 410-212-7558 FAX No.:

FIRM NAME: JMT  
Representative: Jim Morris  
Address: 72 Landon Ct, Sparks MD 21152  
Email Address: JMorris@JMT.COM  
Phone No.: 443-662-4354 FAX No.:

FIRM NAME:  
Representative:  
Address:  
Email Address:  
Phone No.: FAX No.:

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FIRM NAME: SPECTRUM ENVIRONMENTAL SCIENCES, INC.

Representative: TOM IACCARINO

Address: 97 THOMAS JOHNSON DR, SUITE 200, FREDERICK MD 21702

Email Address: THEIKEMAN @ SPECTRUMENV.COM

Phone No.: 301-620-1200 FAX No.: 301-620-4118

FIRM NAME: Wallace Montgomery

Representative: Jessica Klinefelter

Address: 10150 York Road, Suite 200, Cockeysville MD 21152

Email Address: jklinefelter@wallacemontgomery.com

Phone No.: 410 494 9093 FAX No.:

FIRM NAME: DENBERRY

Representative: JESSICA SEIPP

Address: 3100 LORD BALTIMORE DR SUITE 110 BALTIMORE MD 21224

Email Address: JSEIPP@DENBERRY.COM

Phone No.: 410-645-1838 FAX No.:

FIRM NAME: Canaan Valley Institute

Representative: Kristin Mielcarek

Address: 494 Riverstone Road Davis WV. 26040

Email Address: kristinmielcarek@canaanvi.org

Phone No.: 304-940-3443 FAX No.:



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FIRM NAME: NMP ENGINEERING CONSULTANTS, INC.

Representative: DAN GUY

Address: 11350 MCCORMICK ROAD HARTSVILLE, MD 21031

Email Address: DENGUY@NMPENGINEERING.COM

Phone No.: 410-771-9808

FAX No.: -

FIRM NAME: THE WILSON T. BALLARD CO

Representative: BRYAN DUSZA

Address: 17 GUYMONS MILL COURT OWINGS MILLS, MD 21117

Email Address: bdusza@wtbco.com

Phone No.: 410-363-0150

FAX No.: 410-363-7811

FIRM NAME: AB CONSULTANTS, INC

Representative: Sanjay Patel

Address: 9480 ANNAPOLIS RD

Email Address: Sanjay.Patel@abconsultantsinc.com

Phone No.: 240 582 8021

FAX No.: 301-306-3092

FIRM NAME: Versar Inc

Representative: Ginny Rogers

Address: ~~920 Farmers St~~ 9200 Ramsay Rd Columbia MD 21045

Email Address: grogers@versar.com

Phone No.: 410-240-4115

FAX No.:

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FIRM NAME: WETLAND STUDIES AND SOLUTIONS, INC.

Representative: DAN LUCEY

Address: 1131 BENFIELD BLVD, SUITE L, MILLERSVILLE, MD 21108

Email Address: DLUCEY@WETLANDSTUDIES.COM

Phone No.: 410-672-5990 FAX No.: 410-672-5993

FIRM NAME: KCI Technologies, Inc

Representative: Bill First

Address: 936 Ridgebrook Rd, Sparks MD 21152

Email Address: bill.first@kci.com

Phone No.: 410-316-7808 FAX No.: 410-316-7895

FIRM NAME: Versar

Representative: Nancy Roth

Address: 9200 Rumsey Rd. Suite 1

Email Address: nroth@versar.com

Phone No.: 410-740-6091 FAX No.: 410-964-5156

FIRM NAME: BRUDIS & ASSOCIATES, INC

Representative: PRAKASH KHANAL

Address: 9254 RUMSEY RD. COLUMBIA, MD 21045

Email Address: PKhanal@brudis.com

Phone No.: 410-884-3607 FAX No.: 410-884-3609

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FIRM NAME: Phase Separation Science

Representative: Amber Confer

Address: 6630 Baltimore National Pike Baltimore MD 21228

Email Address: amerc@phaseonline.com

Phone No.: 410-8-410-877-4770 FAX No.:

FIRM NAME: McCormick Taylor

Representative: Scott Lowe

Address: 509 S. Enoch Street Baltimore, MD 21012

Email Address: slowe@mtmail.biz

Phone No.: 410 662 7400 FAX No.:

FIRM NAME:

Representative:

Address:

Email Address:

Phone No.: FAX No.:

FIRM NAME:

Representative:

Address:

Email Address:

Phone No.: FAX No.:



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FIRM NAME: ANGLER ENVIRONMENTAL

Representative: DAVID SEABORN

Address: 1434 ODENTON ROAD, ODENTON, MD 21113

Email Address: DAVE SEABORN@ANGLERENVIRONMENTAL.COM

Phone No.: 410-672-4326 FAX No.: 410-672-4328

FIRM NAME:

Representative: Ahmed Ali Abbas,

Address:

Email Address: aabbasi103@gmail.com

Phone No.: 410 530 1355 FAX No.:

FIRM NAME: Bill Stark

Representative: Center for Watershed Protection

Address: 3290 W. Ridge Rd. Ellicott City, MD 21045

Email Address: bps@cwsp.org

Phone No.: 410 461 8323 ex 222 FAX No.:

FIRM NAME: Heather Haynes-Long, Angler Environmental

Representative: Heather Haynes-Long

Address: 1434 Odenton Rd., Odenton, MD 21113

Email Address: hhaynes@anglerenvironmental.com

Phone No.: 571-489-0213 FAX No.: 410-672-4328

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FIRM NAME: EA Engineering, Science, and Technology, Inc. PBC

Representative: Bill Rue

Address: 225 Schilling Circle Suite 400, Hunt Valley, MD 21031

Email Address: brue@eaest.com

Phone No.: 410-329-5110 FAX No.:

FIRM NAME: PNT, INC

Representative: KEN BROWN

Address: 900 KING FARM BLVD #400

Email Address: KBROWN@PNTENGINEERING.COM

Phone No.: 301 693 2262 FAX No.:

FIRM NAME: SKELLY AND LOY, INC

Representative: CHRISTINA CASOLE

Address: 11350 McCORMICK ROAD, EPH, SITE 706

Email Address: CCasole@skellyloy.com

Phone No.: FAX No.:

FIRM NAME: BMT D&P

Representative: Rick Cox

Address:

Email Address: rcox@dandp.com

Phone No.: 703 920 7070 FAX No.:

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FIRM NAME: ROSSI TRANSPORTATION GROUP  
Representative: CARTER HYDE  
Address: 19 CLARION CT. COCKEYSVILLE, MD 21030  
Email Address: CARTER.HYDE@ROSSITG.COM  
Phone No.: 410 262-0029 FAX No.: 443 318-3800

FIRM NAME: APEX COMPANIES LLC  
Representative: MATTHEW NEIGH  
Address: 15850 CRABBS BRANCH WAY STE. 200  
Email Address: MNEIGH@APEXCOS.COM  
Phone No.: 301 417-0200 FAX No.: 301 975-0129

FIRM NAME: BROWN AND CALDWELL  
Representative: REBECCA WINER-SKONOV  
Address: 4061 POWDER MILL RD BELTSVILLE, MD  
Email Address: RWINERSKONOV@BRWNCALD.COM  
Phone No.: 530-723-4852 FAX No.: 301-479-1250

FIRM NAME: BROWN & CALDWELL  
Representative: JANE McDONOUGH  
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Email Address: JMCDONOUGH@BRWNCALD.COM  
Phone No.: 301-356-2889 FAX No.: 301-479-1250



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FIRM NAME: DMW

Representative: MARK CRISMAN

Address: 8 E. SECOND STREET #201, FREDERICK, MD. 21701

Email Address: MCRISMAN@DMW.COM

Phone No.: 301-696-9040 FAX No.: NA

FIRM NAME: AB CONSULTANTS, INC.

Representative: KIM-HOU CHAN

Address: 9450 ANNAPOLIS RD.

Email Address: KIM.CHAN@ABCONSULTANTS INC. COM

Phone No.: 301-306-3091 FAX No.: 301-306-3092

FIRM NAME: AKRF

Representative: Mark Southerland

Address: 7250 Parkway Dr Suite 210 Hanover MD

Email Address: mSoutherland@gmail.com 21076

Phone No.: 410-712-4848 FAX No.:

FIRM NAME: AECOM

Representative: Melissa Hess

Address: 12420 Milestone Center Drive, Germantown MD

Email Address: melissa.hess@aecom.com

Phone No.: 301-820-3463 FAX No.: 301-820-3009

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FIRM NAME: BIOHABITATS

Representative: TED BROWN

Address: 2081 CLIPPER PARK RD BALT., MD 21211

Email Address: tbrown@biohabitats.com

Phone No.: 410-554-0156 FAX No.:

FIRM NAME: Insight Global

Representative: Alex Walker

Address: 100 E Pratt St. Baltimore, MD 21202

Email Address: Alex.Walker@InsightGlobal.com

Phone No.: 410-596-8946 FAX No.:

FIRM NAME: CV, Inc

Representative: CHINMAY VIJAY

Address: 416 HUNGERFORDS DR #301 ROCKVILLE MD 20854

Email Address: CVVIJAY@CVINC.COM

Phone No.: 301 637 2510 FAX No.: 240 252 5612

FIRM NAME: Stormwater Maintenance + Consulting (SMC)

Representative: Shannon Lucas

Address: 10944 Beaver Dam Rd, C, Hunt Valley MD 21044

Email Address: sl@mdsmc.com

Phone No.: 410 382 9567 FAX No.:

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FIRM NAME: Straughan Environmental  
Representative: David Merkey  
Address: 10245 Old Columbia Rd. Columbia MD 21046  
Email Address: dmerkey@straughanenvironmental.com  
Phone No.: 443-926-1288 FAX No.:

FIRM NAME:  
Representative:  
Address:  
Email Address:  
Phone No.: FAX No.:

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Representative:  
Address:  
Email Address:  
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Representative:  
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Phone No.: FAX No.: